

# Project Officer

## Position Outline

<b>Position</b>	Project Officer
<b>Work Location</b>	23 West Street
<b>Directorate</b>	Community Services
<b>Section</b>	Economic & Community Development
<b>Reports to</b>	Economic & Community Development Coordinator
<b>Annual Salary Band</b>	\$89,557.74 - \$95,385.66
<b>Classification</b>	Level 4, Mount Isa City Council Certified Agreement 2024
<b>Engagement Type</b>	Part-time (20 hours), Temporary, 9 months

### POSITION OBJECTIVE

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This role will work with Racing Queensland, Mount Isa Race Club, North West Race Club and invested stakeholders to engage with community, build partnerships, and support the development of a local-based program to introduce individuals to careers in the Racing Industry.

### POSITION REQUIREMENTS

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- Demonstrated skills in project management, administration, and schedules.
- High level ability to coordinate multiple activities, deadlines, and attention to detail.
- High level of organisational skills including time management and prioritisation with the ability to coordinate and monitor timeframes ensuring deadlines are met.
- Well-developed written and verbal communication skills.
- Strong computer skills in Microsoft 365 Suite and Adobe.
- Strong written communication skills for developing training materials, guides, and mentoring resources.
- There are no mandatory qualifications or requirements for this position. However, Council values the enhanced work performance which may be gained from the expanded knowledge base and skills acquired during training and encourage both existing and potential staff to participate in lifelong learning.
- Current “C” class manual Driver’s Licence or ability to acquire a licence prior to officially commencing in the role.
- A current working with children “Blue Card” is essential or ability to acquire prior to commencing in the role.
- High level of stakeholder engagement with internal and external stakeholders.

### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

- Coordinate day-to-day project activities, schedules, project activities, schedules. day project activities, schedules, and documentation.
- Maintain accurate records, registers, and reporting tools.
- Support procurement, budgeting, and contract administration processes.

- Assist with monitoring project timelines, risks, and deliverables.
- Assist in the design, planning, and delivery of training programs relating to the horse racing industry.
- Organise training sessions, including logistics, participant communication, and evaluation.
- Track attendance, feedback, and learning outcomes to support continuous improvement.
- Coordinate mentoring activities, including matching mentors and mentees, scheduling sessions, and tracking progress.
- Provide administrative support to mentoring frameworks, tools, and evaluation processes.
- Assist mentors and mentees with resources, guidance, and troubleshooting.
- Contribute to the development of mentoring content, templates, and best practice Material practice- materials.
- Build positive working relationships with internal and external stakeholders, including Racing Queensland, regional race clubs, and the Regional Jobs Committee.
- Respond to enquiries and provide timely, accurate information.
- Support communication activities, including newsletters, updates, and presentations.
- Identify opportunities to streamline processes and enhance project efficiency.
- Contribute to reviews, evaluations, and reporting to support organisational learning.
- Participate in team planning, reflection, and capability building -activities.

*Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.*

#### **KEY PERFORMANCE INDICATORS**

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- Ensure project documentation accuracy and updated within agreed timeframes.
- All tasks completed efficiently and effectively.
- Support the development of the training program.
- Engagement at community events and activities.
- Maintain good communication and relationships with all stakeholders.
- Maintain consistent attendance and meet agreed work commitments.
- Effectively process complaints and issues in compliance with Councils policy and procedure.

#### **WORK HEALTH AND SAFETY**

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All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

## WHAT'S IN IT FOR YOU?

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When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

## WE AT ISA...

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We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

## HOW TO APPLY

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### What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>;  
or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	25 March 2026
Review Date	25 March 2028
Contact	Economic & Community Development Coordinator 4747 3200
Closing date	08 June 2026